

Employee Mobile Device Acknowledgement Form (Page 1 of 5)

EPA PROPERTY DECAL #/ IMEI # (EXCEPT NEW DEVICE ORDERS): _____

This form is being completed to authorize a (check one only):

1. DEVICE UPGRADE/REPLACEMENT (RETURN OF OLD DEVICE AND ASSIGNMENT OF NEW DEVICE) _____
2. NEW DEVICE (NO OLD DEVICE, ASSIGNMENT OF NEW DEVICE) _____
3. DEVICE RETURN (RETURN OF OLD DEVICE, NO NEW DEVICE ASSIGNED) _____
4. DEVICE WITH NO CONTENT CAPACITY (E.G. AIR CARDS, ACCESSORIES) _____
 - SIGNATURE OF ORDERING OFFICIAL FOR DEVICE WITH NO CONTENT CAPACITY – NO FURTHER ACTION REQUIRED:

The signed copy of this notice is to be stored in the EPA's eBusiness system with the record for the associated device. In cases where the device is being replaced with a new device, the new device cannot be issued until the MD Acknowledgement form for the previous device is received.

INSTRUCTIONS (TO BE COMPLETED FOR ACTION 1-3 ABOVE):

1. EMPLOYEE MUST READ ALL INFORMATION IN BOX 1 BELOW
2. EMPLOYEE MUST SIGN ATTESTATION IN BOX 2 BELOW
3. UPLOAD COMPLETED FORM TO EBUSINESS
4. PROVIDE DEVICE TO EMPLOYEE/ACCEPT DEVICE FROM EMPLOYEE WITH A SIGNED COPY OF THE MD ACKNOWLEDGMENT FORM

BOX 1

Employee Mobile Device Notice

You Have No Expectation of Privacy for Any Activity on this Device

You are accessing a U.S. Government information system, which includes: (1) this mobile device, (2) any U.S. Government network you connect to with this device, and (3) all devices and storage media attached to this network or to a computer or mobile device on this network. This information system is provided for U.S. government-authorized use only. Unauthorized or improper use of this system or your EPA email address may result in disciplinary action, as well as civil and criminal penalties. By using this information system you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. You are not to backup records to personal email accounts, devices, or personal files. At any time, the government may for any lawful governmental purpose monitor, intercept, wipe or reset, search and seize any communication or data transiting or stored on this information system. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

EPA reserves the right to install or update a mobile device management software to secure, monitor, manage and support mobile devices deployed across the Agency.

You Have a Duty to Retain Records

This device is subject to EPA's Records Management Policy, CIO 2155.3 (approved February 10, 2015). You have an obligation to preserve agency records transmitted or stored on this device in the course of official agency business that may be subject to preservation or production requirements under the Federal Records Act, the Privacy Act, the Freedom of Information Act, litigation holds, or court preservation orders. Such records may include, but are not limited to, text messages, email messages, voicemail messages, photographs, call logs and calendar entries. Before returning this device, you must ensure that you have met your duties to preserve such information.

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Box 1 Cont.

Notice to Users who are returning mobile devices: You have an obligation to preserve all records for the purposes listed or described in the above paragraph that are located on your current mobile device(s). By accepting this new device and by signing this notice, you hereby attest that you have met your obligation to preserve all such records before such devices are returned to the Agency. Knowing or willful misrepresentation with respect to these matters may subject you to administrative, civil, or criminal penalties.

(**Note:** Records may be preserved by forwarding them to your EPA email account and filing them using EZ Records, or copying, saving, downloading or otherwise transferring and reproducing them to an EPA system.)

Quick Reference Guide, How to Save Text Messages:

<http://intranet.epa.gov/mobiledevices/pdf/Instructions-Saving-Text-Messages.pdf>

Mobile and Portable Devices, and Records:

<http://intranet.epa.gov/records/faqs/pda.html>

Limited Personal Use of Government Equipment

Use of this device is subject to EPA's [Limited Personal Use of Government Equipment Policy, CIO 2101.0](#). You cannot use this device for any unlawful purpose or for any purpose prohibited by EPA policy. Prohibited activities include but are not limited to pornography, gambling, political activity, charitable fundraising, or compensated outside activity.

Specific Rules Regarding Mobile Devices and Mobile Device Software

As a user of a government-issued mobile device, YOU ARE PROHIBITED from modifying the operating system and default storage or security settings and from downloading any software (also known as applications or "Apps") solely for personal use or entertainment on this device. Do not modify the default setting for retention of text messages on this device.

You are prohibited from expending any non-appropriated funds (e.g., your personal money or the funds of a third party) to acquire or download any software, tools, data, applications, or other goods or services onto this device, for governmental purposes.

You are prohibited from downloading any Apps that are not included in the EPA App Catalog on your mobile device. Apps listed in the App Catalog have been approved for Agency authorized use.

Additional policies and procedures, particularly regarding the use of social media, may be found in EPA's Web Guide, <http://www2.epa.gov/webguide/policies-and-procedures#governance> and the Managing Social Media Records Procedure, <http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/2155-P-06.pdf>.

Personal Property Policy

This device is subject to EPA's Personal Property Policy and Procedures Manual, No. 4832. EPA may hold its employees liable for the loss, damage, or destruction of government personal property or for the unauthorized use of equipment. 5 U.S.C. § 301.

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Security Notifications

Box 1 Cont.

As covered in EPA's information security policy, you are responsible for:

- Knowing information security requirements associated with the use of mobile devices.
- Ensuring the physical security of mobile devices (e.g., do not check with luggage or leave unattended).
- Promptly contacting your Information Security Officer (ISO) and the EPA Call Center in the event a mobile device is lost or stolen.
- Promptly contacting your ISO and the EPA Call Center in the event of a suspected or actual information breach.

International Travel

In order to safeguard EPA's information and systems, all employees, contractors, and other users are required to follow the Agency's [International Travel Procedure for Mobile Devices](http://intranet.epa.gov/oeiintra/imitpolicy/qic/ciopolicy/CIO-2150.3-P-18.1.pdf) while on international travel, including the specific requirements for high risk locations.

(<http://intranet.epa.gov/oeiintra/imitpolicy/qic/ciopolicy/CIO-2150.3-P-18.1.pdf>)

BOX 2

Your obligations and attestation

Required for all new devices and transfers:

By using this device, you acknowledge that you understand and will comply with the terms set forth above.

Print Name

Employee Signature

Date

Required for employees returning devices:

I hereby attest that I have met my obligation to preserve agency records transmitted or stored on this device in the course of official agency business that may be subject to preservation or production requirements under the Federal Records Act, the Privacy Act, the Freedom of Information Act, litigation holds, or court preservation orders. By signing below, I attest that all such records have been preserved on EPA systems in a manner consistent with EPA guidance and are not solely preserved on this mobile device.

Print Name

Employee Signature

Date

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Required for all instances of lost, stolen, or broken devices:

Box 2 Cont.

Please provide a brief description of your use of the device, including any potential agency records, as described above, that may have been present on the device when lost, stolen or broken, and a description of the circumstances surrounding the loss including approximate date of loss. By signing below, you certify that this description is true and correct to the best of your knowledge and belief:

Print Name

Supervisor's Name:

Employee Signature

Date

For Supervisors and/or RLOs: Required for instances when employee is unable to certify that records are managed:

You are required to manage any records and/or content on this device! Before the device may be canceled / repurposed, you will need to contact EZ-Tech or your local helpdesk to reset the device password. At that point, you will be required to manage any records and/or content on the device required for preservation and certify below. Litigation hold information can be obtained at the OEI-OEIP Intranet site (<http://intranet.epa.gov/ediscovery>) or by contacting your Records Liaison Officer.

Please note that eBusiness will be unable to process a cancellation for any device without this signed certification form.

I hereby attest that, I have met my obligation to preserve agency records transmitted or stored on this device in the course of official agency business that may be subject to preservation or production requirements under the Federal Records Act, the Privacy Act, the Freedom of Information Act, litigation holds, or court preservation orders. By signing below, I attest that all such records have been preserved on EPA systems in a manner consistent with EPA guidance and are not solely preserved on this mobile device.

Print Name (Supervisor/RLO)

Supervisor/RLO Signature

Date

If you are unable to reset the password, please provide a brief description of the reason(s) that you are unable to certify as to the use and management of content on this device.

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Box 2 Cont.

Final disposition decisions regarding unmanaged content and/or inaccessible devices must be made on a case-by-case basis, depending on factors such as the likely content of the device and role of the individual(s) who used the device. Please contact your Records Liaison Officer and/or counsel to determine next steps. Next steps may include additional documentation or, in some cases, contacting the National Records and Archives Administration and/or the Department of Justice for advice on appropriate disposition of unmanaged devices.

Print Supervisor Name

Supervisor Signature

Date

EPA Policies and Procedures Referenced in this Document

Mobile Computing Management Policy: <http://intranet.epa.gov/oeiintra/imitpolicy/qic/ciopolicy/CIO-2150.4.pdf>

Mobile Computing Management Procedures: <http://intranet.epa.gov/oeiintra/imitpolicy/qic/ciopolicy/CIO-2150.4-P-01.1.pdf>

Records Management Policy: <http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/CIO-2155.3.pdf>

EPA's Limited Personal Use of Government Equipment: <http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/2101-0.pdf>

EPA's Web Guide: <http://www2.epa.gov/webguide/policies-and-procedures#governance>

International Travel Procedure for Mobile Devices: <http://intranet.epa.gov/oeiintra/imitpolicy/qic/ciopolicy/CIO-2150.3-P-18.1.pdf>

Terms of Service Agreements: <http://www2.epa.gov/webguide/terms-service-agreements>

Managing Social Media Records Procedure: <http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/2155-P-06.pdf>